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ABSTRACT

A Student Discipline Code (SDC) was developed to govern student life at Sue Bennett College (SBC), Kentucky, a private two-year college affiliated with the Methodist Church. Steps taken in the process included the following: a review of relevant literature on student discipline; examination of discipline codes from six other educational institutions; analysis of the discipline records from SBC for the previous 3 years to determine previous patterns of infractions and resulting actions; and solicitation of input from the Student Government Council, SBC staff, and administrators at other institutions. The proposed code was reviewed by the Student Government Association, the Faculty Discipline Committee, the College Administration, and Deans of Students from other colleges before submission to the college president and subsequently to the board of trustees for final approval. The SDC, which was incorporated into the student handbook and disseminated throughout the college community, includes regulations dealing with health and individual safety; procedures for differences of opinion; individual conduct; traffic safety; care of property; and the discipline process. Recommendations for other institutions developing a SDC include: (1) solicit advice from the college community during the development of the code and later while evaluating its effectiveness; (2) review the code annually; (3) evaluate the consistency of the disciplinary code with the college's mission and goals on a regular basis; and (4) evaluate the effectiveness of the sanctions and the involvement of the student body in the governance of the judicial process. A copy of the disciplinary code at SBC is appended. (PAA)

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THE DEVELOPMENT OF A DISCIPLINE CODE FOR SUE BENNETT COLLEGE

The Emergence of Higher Education

by

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A Practicum Report presented to Nova University in partial fulfillment of the requirements for the degree of Doctor of Education

Nova University

February, 1992

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Abstract of a Practicum Report Presented to Nova University
in Partial Fulfillment for the Requirement for the
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THE DEVELOPMENT OF A DISCIPLINE CODE FOR SUE BENNETT COLLEGE

by

Sandra F. McLendon

February 21, 1992

The purpose of this project was to develop a student discipline code to govern student life at Sue Bennett College. The college did not have an updated student discipline code that would meet the needs of a growing residential population.

Sue Bennett College is a two year private college related to The Methodist Church. The college is one of twenty-one independent colleges in Kentucky. There are only three private junior colleges still operating in Kentucky, and one of the three is planning to become a four year institutions.

The question for the study was: What information should be included in Sue Bennett College's student discipline code? The procedure used for determining the student

discipline code elements included: a search of the literature to determine the discipline code content and development process; an analysis of student discipline codes from comparable colleges and of the college's discipline records for the past three years; a solicitation for input from the Student Government Association and the college staff; and a review of the code by Deans of Students from other colleges in Kentucky.

The resulting discipline code includes a mission, philosophy, objectives, code of conduct, procedures for governance, and guidelines for sanctions.

It was concluded that planning and evaluation are essential elements for the successful development of a discipline code. All campus staff should participate in the development of the student discipline code. The discipline code should be stated in a concise manner that is in harmony with the college's mission. The student's rights and Federal regulations must be considered in the code.

Recommendations for developing a student discipline code included: (1) solicit advice from the college community in reviewing the effectiveness of the discipline code after implementing the code; (2) review the discipline code annually to ensure that the code remains current; (3) evaluate the consistency of the disciplinary code with the college's mission and goals on a regular basis; (4) evaluate the effectiveness of the sanctions ar[illegible]he involvement of the student body in the governance.

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Chapter 1

INTRODUCTION

Background and Significance

Sue Bennett College is a two year liberal arts coeducational college located in London, Kentucky. The mission of the college, as stated in the college Catalog (1991: 3), is to provide educational services to the people of southeastern Kentucky in a residential setting. The college carried out this mission from 1896 until the early 1950s. In the 1950s, the college began to lose its residential atmosphere. Because the college's recruitment program was concentrated within a five county area surrounding the campus, the college population became more commuter oriented. Sue Bennett College's commuter population has been 85 percent or greater for the past sixteen years (Factbook: 1991).

In 1990, a recruitment strategy was developed that would increase the recruitment area to a 150 mile radius that would include Ohio, Virginia, Tennessee, Indiana, and North Carolina (Action Plans, 1990-1991) because of increased competition from Somerset Community College and Eastern Kentucky Extended Campus Program. The expanded residential program was necessary for the college to survive. Because of the new recruitment policy, the number

of residential students increased to over 12 percent of the student body in 1990-1991 and to 17 percent in 1991-1992 (Factbook, 1991). With the increase in residential students and a corresponding increase in disciplinary incidents, the inadequacies of the present discipline code became increasingly apparent. In 1990, the members of the student government association expressed concern to the college's management team that the discipline code had not been revised in the past ten years (Student Handbook, 1990).

The purpose of this practicum was to revise the Sue Bennett College discipline code to respond to the changing needs of an increasing residential population and to meet new Federal guidelines. The new discipline code included a mission statement, philosophy, objectives, regulations for conduct, procedures for governance, and guidelines for sanctions.

Prior to the revision of the code, the college community was confused about the college's disciplinary procedures. The code was revised to meet the needs of a 1990s residential and commuter population and to reflect the new Federal guidelines and student rights. Serious omissions that had been indicated by the Faculty Discipline Committee (May, 1991) and the Student Government Association (April, 1991) were corrected. The revised discipline code included a governance procedure that emphasizes student governance and monitoring procedures.

The literature review that provided the foundation for this practicum included an historical perspective for

developing the code, long range planning and ongoing evaluation, clear communications between all individuals affected by the student discipline code, and ongoing assessment of the effectiveness of the discipline code. Therefore, the guidelines used in this practicum for the development of the discipline code are consistent with those described in the literature.

Significance to the Seminar

This practicum related to the "Emergence of Higher Education" seminar which covered the history of student services and historical changes in student disciplinary philosophies. This practicum was relevant and timely in that the creation of an updated discipline code, which reflects past successful disciplinary practices and philosophies, is vital to a healthy and harmonious living environment at Sue Bennett College.

Research Question

The question for this study was: What information should be included in Sue Bennett College's Student Discipline Code? The procedure used for determining the elements of the discipline code began with a search of the literature.

Chapter 2

Review of the Literature

The review of ERIC documents, educational journals and texts, and discipline codes developed at other institutions clearly indicated that there was a need for a revised discipline code at Sue Bennett College. The literature review focused on the facets of the discipline code content and development. The historical perspective gave a significant basis for items not be included in the revised discipline code. Other facets included student rights, elements of discipline codes, governance of the discipline code, disciplinary methods, and a sense of community and discipline. These items are in no way intended to exhaust those offered in the literature review.

Historical Significance

Historically, orderly discipline has had a significant place in student life. According to Goodchild (1989: 78), the students in the 1700s acknowledged the rights of the college to make laws and the rights of the students to regularly break the laws. Students expected to be disciplined as long as physical abuse or prolonged exile was not involved and as long as the student was left his dignity. The belief that faculty should not be involved in

administering discipline was affirmed by Brubacher. Brubacher (1976: 50-51) asserted that most institutions fostered a petty, parental discipline system that limited growth because the faculty, not the students were the chief disciplinary agents.

Thomas Jefferson first fostered the idea of democratic governance of student discipline by the students. Jefferson had the most notable attempt for democratic policy in Charlottesville, Virginia, when the University of Virginia was created. Thomas Jefferson's venture into educational reform attempted "to provide an intellectual and moral environment" where students and faculty would establish rapport and respect for one another (Goodchild, 1989: 138-139). Jefferson's brave adventure to establish community rather than parental discipline mandated that the students have a self-governing process. A student controlled university court where students sat in judgement on a judicial court in all but the most extreme cases of misbehavior was the result (Brubacker, 1976: 52). After the Civil War, the University of Illinois instituted a system where the students were given disciplinary control in a system modeled after the Federal government with the executive, legislative, and judicial branches. The most successful student governance historically was at Amherst in 1883 where disciplinary supervision was within the province of a student senate with veto power given to the college president (Brubacker, 1976: 121). Wynne (1980) reviewed

Thomas Jefferson's approach to discipline and found the historical approach to be relevant for the 1980s.

Student Rights

The courts have recognized the rights of the institution to develop standards of expected behavior. However, the courts have evidenced concern over the vague language that has characterized some of the codes of behavior (Rhatigan, 1971: 203). Mash (1971: 149) also agreed that the college has an inherent authority to make rules and to enforce them. Colleges also have the responsibility to furnish a quality academic program for the students and to help the students grow and develop into mature and worthy citizens of the community (Mash, 1971: 152). A part of the maturing process included the college acknowledging the right of the students to due process and ensuring the actions are reasonable and just, not arbitrary (Young, 1971: 102).

Elements in the Student Discipline Code

Dalton and Healy (1984: 19) noted that student discipline problems are on the rise and require more time and attention by college officials. Gehring, Nuss, and Pavela (1986: 2-3) believed that the past ten years have brought a shift in student values and interests to a world view "characterized by present orientation, hedonism, a

concern for rights, and duty to self." Any revised student code should include responses to this self-interest viewpoint. Garland (1985: 40) believed that any expanded or refined discipline code should include "focused attention on developing fair and consistent policies and practices in student discipline and student behavior codes." Most student discipline codes are included in student handbooks under sections on "student rights and responsibilities" or "regulations" (Purvis, 1988: 93-94). These regulations usually designated behavior and penalties. Georgia (1989: 91) stated that the elements of behavior usually included "academic dishonesty, drug and alcohol violations, violence and threats of violence, disobeying school officials, infringing on the rights of other, theft, damage, forgery", and various other violations. Sanctions can range from warnings to criminal charges. Purvis (1988: 94) stated that the Board of Trustees promulgate the rules and regulations for a standard of behavior to be met by all students. According to Purvis (1988), elements of a disciplinary code are: (1) health and safety, (2) differences of opinion, (3) classroom conduct, (4) traffic safety, (5) care of property, (6) areas of campus for visitation, and (7) discipline review committee. Dannell (1990) surveyed 400 baccalaureate colleges in 1977 to determine common elements of discipline codes. The survey was replicated in 1989 by Dannell (1990) to determine the changes in discipline codes over the past ten years. The scope of discipline codes had changed from 1978 to 1988. In 1978, 73 percent of the students were

given published copies of the rules and regulations, and this figure changed to 84 percent in 1988. Sixty-eight percent of the students had input in the discipline code in 1988 (Dannell, 1990: 409).

Governance of Discipline Code

Georgia (1989: 91) reaffirmed due process for disciplinary procedures. Most institutions carefully observe the student's rights to appeal and due process. In Gott v. Berea, the Court of Appeals of Kentucky embraced "in loco parentis" in 1913 (Fowler, 1984: 408). According to Fowler (1984), the landmark Dixion v. Alabama State Board of Education (1961) decisively delivered the death knell to the historical "in loco parentis" approach to student discipline of most colleges in the 1960s. Steele (1984: 337) stated that court rulings on due process, rights of students, and student activism have brought changes that require different methods of adjudicating student misconduct. Ostroth, Armstrong, and Campbell (1978: 26) conducted a survey in 1975 and determined that the Dean of Students still had the primary role in handling discipline cases. Steele, Johnson, and Richard (1984) administered a similar survey to see how the judiciary procedures were administered today. In most institutions, the judiciary function was centralized in the responsibilities of the Dean of Students by: (1) providing direction and ensuring due process and fairness, (2) enhancing the judicial process by consultation with faculty,

staff, and students, (3) eliminating many time consuming hearings, and (4) achieving enforcement of campus regulations (Steele, 1984: 338-339). Steele (1984) found that most academic cases were still routed through the academic hierarchy. Steele (1984) contended that small colleges were emphasizing the centralization of the judicial program. Georgia (1989: 91) stated that most disciplinary processes involved counseling and an "attempt to settle out of court". Ostroth (1978: 38) also contended that judicial committees are common vehicles for disciplinary hearings. In Dannell's 1989 survey (1990: 411), the disciplinary body was composed of a combination of faculty and students in 71 percent of the 400 colleges that were included in the survey.

Young's (1971: 103-105) guidelines to ensure due process in disciplinary hearing included: (1) specific published rules and regulation, (2) proper notice, (3) private hearings, (4) the right to counsel, (5) the right to cross examine, and (6) the right to appeal.

In addition to the administrative discipline of the Dean of Students and the disciplinary actions of the judicial committee, Carlson (1971: 131) maintained that some legal actions extend beyond the campus jurisdiction and are subject to Federal, state, and local laws.

Disciplinary Methods in the 1990s

Georgia (189: 90-91) stated that most admonitory actions in student discipline codes ranged from a warning to expulsion and/or criminal charges. An effort is usually made to make the disciplinary interaction a type of learning experience. To provide a meaningful type of disciplinary interaction, faculty have to be involved in the disciplinary process, not as policing agents, but as role models and as teachers (Georgia 1989: 93-94). Every disciplinary action that results in a guilty verdict should seek alternative and creative sanctions. Alternative sanctions include work options for volunteer work both on and off campus. Work options include programs for work in housing, the library, the cafeteria, and maintenance (Steele, 1984: 339). Work projects emphasis the learning process and de-emphasize the punitive nature of the sanctions. Debates have arisen over the constitutionality of assessing fines and student work options (Bakken, 1968). However, there is little cause for concern if a relationship between the amount of property damaged and the amount of the fine or work can be shown. The University of Maryland assesses the fine and requires the student to pay the fine to the charity of his of or her choice (Steele, 1984: 339). Steele (1984) believed students are agreeing to a work related contract when they agree to alternative discipline.

In Dannell's 1989 survey (1990: 409-410), the most frequently used sanctions were: (1) written reprimands (90

percent), (2) monetary restitution (85 percent), (3) temporary dismissal (84 percent), (4) disciplinary probation with restrictions (78 percent), (5) oral warnings (79 percent), (6) disciplinary probation without restrictions (78 percent), (7) permanent dismissal (73 percent), (8) required labor (59 percent), and (9) penalty fines (49 percent). Carlson (1971: 132) included mandatory counseling in the disciplinary actions to be taken.

Sense of Community and Discipline

Garland (1985) maintained the college officials must develop student discipline codes that are fair and consistent and that involve the students. Boyer (1990) contended that students must have a sense of community and belonging to the community to be a part of the disciplinary agent. Schodeder (1981) and De Coster and Mable (1980) also agreed that residential situations must have a community environment. The sense of community may tend to inhibit students reporting violations of college regulations or laws (Laub, 1981: 419-420). However, Goldstein (1987: 560-561) contended that judicial incidents should be resolved quickly, and general information about the results of the cases be disseminated to demonstrate the effectiveness of the system. Schub (1984: 345) believed that the values promoted by the community would enhance the reporting of offenses and the disciplinary system.

Conclusions

Various results may be extracted from the literature review. Involvement of the immediate college community and the Board of Trustees is vital to the development of a discipline code. The most successful disciplining agency historically and currently is maintained by students. The disciplinary code should take into consideration Federal and state laws and student rights. The discipline code should be fair, but specific in nature; and sanctions should be detailed.

The review of the literature indicated that guidelines relevant to the actual development of the discipline code included, but were not limited to: a mission statement, philosophy, objectives, regulations for conduct, procedures for governance, and guidelines for sanctions. Student rights should be safeguarded. The discipline enforcement fell into the province of the Dean of Students, but other staff and students helped administer the discipline. Sanctions varied in nature, but were to be administered fairly and consistently. Some discipline problems reached into the jurisdiction of civil law. Thus, these elements were incorporated into Sue Bennett College's discipline code.

Chapter 3

METHODOLOGY AND PROCEDURES

The question for this developmental study was: What information should be included in Sue Bennett College's Student Discipline Code? The procedure used to determine the appropriate elements for a student discipline code follow in chronological order:

A review of the ERIC documents, journal texts relating to student discipline, and student discipline codes from other colleges was conducted for information about student discipline codes.

The Sue Bennett College student discipline records for the past three years were reviewed for elements to be included in the discipline code. Input relative to the content of the discipline code was solicited from the Student Government Association and the college staff.

The resulting document was reviewed by the Student Government Association, the Faculty Discipline Committee, the College Administration, and the Deans of Students from other colleges. The final document was submitted to the college President and subsequently to the Board of Trustees for final approval. The code was then distributed to the college community.

Guidelines relevant to the actual development of the student discipline code included, but is not limited to: the

college's mission, philosophy, and goals; consistent style between the discipline codes language and other institutional documents; outline of policies, regulations, judicial procedures and sanctions; insuring substantive soundness, and adherence to Federal laws and guidelines; evaluating the content of the code annually; consistent style throughout the code; and soliciting input during the drafting process from everyone involved in or impacted by the student discipline code.

Definitions

The term student discipline code, code of conduct, and honor code are used interchangeably in the literature and for the purposes of this practicum. The Student Discipline Code at Sue Bennett College is: Any code which outlines the responsibilities of the college community and provides for the proscribed behaviors and related penalties.

Assumptions

In this study, an assumption was made that once the student discipline code was developed, it would be used at Sue Bennett College. A second assumption was that the revised discipline code would enhance the quality of student life at Sue Bennett College by providing a guide for a more civil community. A third assumption was that the code

would be reviewed annually to determine if discipline problems are incurred that are not covered in the discipline code.

Chapter 4

RESULTS

From the literature, twenty-four sources were reviewed for information pertaining to the usual contents of the student discipline code and the best process for developing a discipline code. Appropriate ERIC documents and educational journals were identified by a computer search using the identifiers "discipline code", "honor code", discipline", "code of conduct", "postsecondary", "junior college", and "higher education". The Kentucky Library Network was searched under the same headings for information from 20 independent colleges and the public colleges in Kentucky.

Purvis (1988: 93-94) indicated that most discipline codes were included in student handbooks and specified that elements to be included in the discipline codes dealt with health and safety, differences of opinion, classroom conduct, traffic safety, care of property, areas for visitation, and discipline review committees. Therefore, Sue Bennett College's discipline code included regulations and elements that dealt with health and safety of individual, procedures for differences of opinion, individual conduct, traffic safety, care of property, and the discipline process. Visitation was not approved by the Board of Trustees; so this area was not included in the discipline code except for a statement specifying that

visitation could occur in the lobbies of the residence halls. Dannell's survey of 400 colleges (1990) also determined common elements to be found in discipline codes that were included in Sue Bennett College's code. Georgia (1989) asserted that the governance of the code had to include due process in disciplinary procedures. Therefore, a section of Sue Bennett College's disciplinary code was devoted to the judicial process and appeals. Young (1971) detailed the guidelines to ensure due process, and Jefferson (Brubacker, 1976) mandated that the courts be student controlled. As a result, Sue Bennett College's discipline code was developed so the college judicial council is student controlled, and due process was ensured. The most commonly utilized disciplinary actions were detailed in articles by Dannell (1990), Steele (1984), and Georgia (1989). As a result of the literature review, the discipline code at Sue Bennett College was included in the student handbook, and the code contained all the elements described by Purvis. The judicial process was based on the successful historical experiments which combined student and faculty judicial courts. The process for appeal was incorporated into the code to ensure student rights, and due process as considered in the judicial proceedings section. Disciplinary actions were based on the most commonly utilized actions of the baccalaureate institutions surveyed by Dannell.

Student discipline codes from the following institutions were reviewed: Lon Morris College in

Jacksonville, Texas; Eastern Kentucky University in Richmond, Kentucky; Hiwassee College in Madisonville, Tennessee; Lindsey Wilson College in Columbia, Kentucky; Young Harris College in Young Harris, Georgia; and Martin Methodist College in Pulaski, Tennessee. Lon Morris (1991) had the most up-to-date discipline code, and it contained the mission statement, a philosophy, and a statement of student rights. All the reviewed discipline codes contained the elements in Purvis's list. These models confirmed the elements to be included in the discipline code and the format.

The following administrators were contacted by mail, and they supplied advice and suggestions: the Dean of Students at St. Catherine College, Springfield, Kentucky, and the Dean of Students at Union College, Barbourville, Kentucky. Their advice dealt mainly with problems of procedure and ensuring the rights of the students. These suggestions were incorporated in the discipline code at Sue Bennett College. One question was raised about whether or not to include more specific information about traffic regulations and penalties for violations in the student discipline code. As a result of this suggestion, traffic regulations and penalties were made more specific.

Advice was solicited from the Student Government Association and the college staff. These groups made minor suggestions to aid in clarifying several regulations, and the suggestions were incorporated into the discipline code. Records for the college's disciplinary actions for the past

three years were examined to determine the typical type of regulations needed for infractions and resulting actions. The infractions followed closely the elements defined by Purvis (1988). The Faculty Discipline Committee gave advice on the content of the code during three separate meetings, and the advice dealt particularly with the adjudication of the discipline process. The faculty wanted less responsibility in adjudicating the discipline process, and the students wanted more authority to govern and monitor their own behavior. The appeal process had represented a significant problem according to past student discipline records. If students did not like the sanctions, they would appeal to the President of the college; and often the sanctions were repealed. In the new discipline code, due process was always considered, but students have choices for judicial action and can only appeal for adequate cause. The Faculty Discipline Committee decides if the cause is adequate to hear the appeal.

The draft document was forwarded for approval to the President and the college management team, which consisted of senior administrative officials. Minor changes were made by the management team in the format of the code for consistency in style. Once again, the appeal process was the topic of discussion. The President would hear appeals for judgements made by the Faculty Discipline Committee, but only for adequate cause. The revised document was presented to the Student Government Association and the Faculty

Discipline Committee again for review, and some minor corrections were made in grammar and spelling.

All revisions were made, and a rough draft of the Discipline Code was ready to be typed and edited. The final document was submitted to the President and subsequently to the college's Board of Trustees. The Board of Trustees approved the document in an Executive Committee meeting. The discipline code was distributed to the faculty during a scheduled meeting of the Faculty Forum. The college students received a copy during a scheduled convocation. The contents of the discipline code were reviewed for the students during the convocation hour. Specific student questions regarding the discipline code were answered during this hour. Follow-up questions were answered during "Orientation to College Life", a course which meets weekly.

Chapter 5

DISCUSSION, CONCLUSION, IMPLICATIONS, AND RECOMMENDATIONS

Discussions

From the beginning, the Student Discipline Code was intended to be practical and meaningful. There was a commitment to examining the best available ideas and procedures in developing a discipline code and to presenting the code in a form that would be understandable and available to all Sue Bennett College students. To help assure that the contents of the code would be sound and applicable, the advice from student personnel staff from other educational institutions as well as Sue Bennett College staff and students was invaluable because they indicated specific elements for inclusion. This strategy allowed for the suggestions of experts outside the institution as well as the insight of Sue Bennett College student services personnel.

As was suggested in the literature (Purvis, 1988), the code contained student's rights and regulations. The regulations designated certain behaviors and specified penalties (Georgia, 1989). The sanctions followed the most commonly utilized sanctions in other colleges (Purvis, 1989). The penalties and procedures had to be fair and consistent with the rules of due process observed (Georgia,

1989). The disciplinary enforcement was patterned after the judicial body in the colleges in the literature. The judicial council was composed of a combination of students and faculty with the chief disciplinary agent being the Dean of Students (Dannell, 1990). The most difficult issue in designing the discipline code was in determining the most important and relevant elements for Sue Bennett College. The literature indicated the basic elements to be included in a discipline code (Purvis, 1988); and the essential elements to be included in the judicial governance (Dannell, 1990); and the common components to be found in disciplinary actions (Dannell, 1990). However, the code had to shaped to fit the character of the student body at Sue Bennett College. Deans from other colleges gave advice, and discipline codes from other colleges were reviewed. Also, past disciplinary actions at Sue Bennett College were examined, but it is still undetermined if the disciplinary code will meet all the needs of the student body. However, an annual review of the needs of the discipline code will determine how meaningful the product is.

Conclusion

It was concluded that to be effective, the discipline code had to be reviewed by the college community during its inception and during implementation, and this procedure was followed. The Dean of Students has the responsibility of administering the discipline code. However, the faculty and the students must work with the Dean of Students to

implement the code and create a sense of a just and fair community. The code should be disseminated to the entire college community so everyone would be aware of the components of the discipline code.

Implications

Although discipline is centered in the student services area, the matter of discipline is a cooperative effort between faculty and students as well as student affairs personnel. All parties must work together to insure that a disciplined and just community are maintained. Furthermore, since the character of the student body is not stagnate, the discipline code needs to be reviewed constantly for currentness. Each student body has its own unique characteristics and distinction, and Federal and state regulations change continually.

The mission, philosophy, and objectives of the code must flow naturally from the college's mission and objectives. If they are not in harmony, the students and staff will recognize inconsistencies and question the validity of the code. Ensuring the college staff and the students are given the opportunity to comment on the document will develop a sense of ownership of the discipline code.

The discipline code should include alternative activities for sanctions. The sanctions should have

creative types of options that afford the student the opportunity to learn from the encounter.

Limitations

This study is limited in scope to small liberal arts institutions with church affiliations. The initial process developing the discipline code might prove helpful to other institutions, but the actual contents of the discipline code would not be appropriate to all institutions of higher education. The discipline code is also more appropriate for college with a residential population so commuter colleges would not find all the regulations and sanctions appropriate for their setting.

Recommendations

Recommendations for developing a student discipline code include, but are limited to: (1) solicit advice from the college community in reviewing the effectiveness of the discipline code after implementing the code; (2) review the code annually to insure that the code remains current; (3) evaluate the consistency of the disciplinary code with the college's mission and goals on a regular basis; (4) evaluate the effectiveness of the sanctions and the involvement of the student body in the governance.

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APPENDIX

CONTENTS OF THE DISCIPLINE CODE

STUDENT RIGHTS AND GOALS FOR LIVING IN A COLLEGE COMMUNITY

Students should expect to

live in a quiet residence hall

study without interference

have free access to their own living and study area

have a clean, healthy, and safe environment

live in an atmosphere of civility

expect enforcement of college rules and regulations

have access to college faculty and staff

receive fair and equitable treatment in all matters

have individual liberties and freedoms protected

participate and accept the responsibilities of self government

abide by state and local laws

respect the rights of others

PHILOSOPHY

YOUR RESPONSIBILITY FOR

MEMBERSHIP AT SUE BENNETT COLLEGE

EVERY PERSON HAS THE RESPONSIBILITY:

participation in self-governance

participation in appropriate judicial actions

adherence to college policies

compliance with reasonable requests of college officials

monitoring and accepting responsibility for your behavior and guests' behavior

reporting violations of college policies

abiding by federal, state, and local laws

respecting the rights of other individuals

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INTRODUCTION

A BRIEF HISTORY

Sue Bennett College owes its existence to Miss Sue Bennett of Richmond, Kentucky. In the 1890's, schools were widely scattered in the southeastern part of Kentucky, and Miss Bennett was concerned about providing better educational facilities for this area. Although Miss Bennett did not live to see her goal completed, her sister, Miss Belle Harris Bennett, and the women of the Methodist Episcopal Church, South, took the responsibility of putting her plans into effect.

Sue Bennett Memorial School opened on January 1, 1897. The policy of the school from the beginning was, not only to educate its students, but to train them so they could aid in educating the people in the remote rural areas of southeastern Kentucky. Sue Bennett Memorial School began with elementary school, high school, and normal school courses. In 1922, Sue Bennett Memorial School became Sue Bennett Junior College. In 1932, the College was accredited by the Southern Association of Colleges and Secondary Schools.

Sue Bennett College from its beginning was the property of the Board of Missions, Women's Work, Methodist Episcopal Church, South. In 1939, the College came under the supervision of the Women's Division of Christian Service of the Board of Missions of the Methodist Church. Today, Sue Bennett College is a project of the United Methodist Church Board of Global Ministries, National Division.

COLLEGE PURPOSE

The purpose of Sue Bennett College, as a two-year private institution affiliated with the United Methodist Church, is to educate students who have a wide variety of academic qualifications. Sue Bennett College offers a curriculum which meets student needs, including educational enrichment, the associate degree, and lower-division requirements for a bachelors degree. The faculty is committed to providing a course of study which, if completed successfully, will enable students to achieve the standard of excellence necessary to earn an associate degree.

It is our belief that a college education should reach beyond job training to prepare men and women for satisfying lives and careers in a rapidly changing, complex, technological world. We further believe that a knowledge of the past, coupled with an understanding of the present, will lead to an increased ability to participate in the world of the future.

Our campus atmosphere, enriched by a clear consciousness of Christian values, provides opportunities for a culturally relevant education. It also provides a curriculum and experiences which improve and enrich the qualities generally

associated with a college education. These are:

* To help students clarify their values and priorities
* To increase students' concern for an awareness of others and the conditions of their existence,
* To teach students to communicate effectively,
* To increase students' critical thinking skills
* To help students develop creative and constructive uses of leisure time.

Through these ideals, Sue Bennett College strives to nurture within students a maturity which encompasses self-awareness, spiritual awareness, cultural awareness, and vocational awareness.

TRADITIONS

Sue Bennett College is linked with traditions of the past and new traditions are being established each year. The more notable traditions include:

Founders' Day	A convocation and the laying of a wreath at the grave of Sue Bennett in Richmond, Kentucky, commemorate the memory of the founders of the College.
Homecoming	A dance and key basketball game mark each year's homecoming activity.
Honors Day	Recognition is given to outstanding students each year at the Honors Day Convocation.

HONORS FOR WHICH TO STRIVE

In order to recognize the student who has achieved academic excellence, the following academic awards have been established:

Dean's List - Students with a 3.5 grade point average on a course load of at least twelve credit hours and no grade of "I" or "F" will be placed on the Dean's List.

Honor Roll - Students with a 3.0 grade point average on a course load of at least twelve credit hours and no grade of "I" of "F" will be placed on the Honor Roll.

Scholastic Awards - Several awards that are presented at Commencement to outstanding students are described in the College Catalog.

Who's Who in American Junior Colleges - Sophomore students are eligible for this honor. Students are nominated and selected on the basis of scholarship, involvement in extracurricular activities, and service to the school.

Phi Theta Kappa - Sigma Nu is the local chapter of the National Scholastic Society for American Junior Colleges. Membership is conferred on those students who have been full time students for at least one semester of junior college work with outstanding scholastic rank, are judged by the faculty to be of good moral character, and possess qualities of good citizenship.

NOTICES

Sue Bennett College reserves the right to change or amend its rules and policies when deemed necessary for academic integrity and/or the safety and comfort of its students.

Sue Bennett College does not discriminate on the basis or race, color, religion, age, national or ethnic origin, sex, or physical ability.

Students who feel that they cannot uphold the principles of Sue Bennett College or who feel that they cannot live under the regulations of the College should not register.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC ADVISING

Each student is assigned a faculty advisor who is available to assist in planning courses of study, to advise on how to study, and to aid the student generally in academic and personal matters. The responsibility for planning an academic program rests with the student. Students must study the catalog and academic announcements carefully and arrange to take the required courses at the proper time.

ACADEMIC APPEALS

Due process is afforded in academic matters by utilizing the procedures listed below.

Grades - If a student is dissatisfied with a grade in a course, he/she may take the following measures:

1. Submit an appeal in writing to the instructor responsible for the grade within ten days of the postmarked date on the grade report.
2. If still dissatisfied, appeal in writing to the Division Chairperson.
3. If still dissatisfied, appeal in writing to the Academic Dean.

4. If still dissatisfied, appeal in writing to the Academic Affairs Committee.

Academic Sanctions - If a student is dissatisfied with an academic sanction (probation or suspension) against him/her, he/she may take the following measures:

1. Appeal in writing to the Academic Dean within 72 hours after the notification of the sanction is received. The Dean will arrange a meeting with the student within 48 hours after receiving the written appeal. The student may present written documentation or witnesses to provide information relevant to the case. An appellant is guaranteed the right to appear before the Dean. The Dean may consider testimony of others if it believes their comments would be relevant to the case. The initial decision of the Dean may be changed or substantiated, and the final decision is given in written form to the student.
2. If still dissatisfied, the student may appeal in writing to the Academic Affairs Committee. The Committee may change or sustain the Academic Dean's decision.

Other Circumstances - If a student wishes to appeal a faculty decision on an additional academic matter, he/she may appeal in writing to the Academic Dean.

ACADEMIC CALENDAR

The academic calendar can be found in the College Catalog.

ACADEMIC HONESTY

All students are expected to do their own work in all testing situations and give proper credit for sources used in preparation of research papers and projects. The penalties for academic dishonesty are generally determined by the instructor. However, an instructor may choose to refer a case of academic dishonesty to the Academic Dean.

ACADEMIC PROBATION

A student whose cumulative grade point ratio falls below a specified level shall be placed on academic probation or suspended. Probation/suspension levels are based on all hours attempted by a student at all colleges attended.

The intent of the College is to assist the student in achieving academic success by structuring his/her college program so as to enable maximum realization of his/her potential as a student. A student placed on academic

probation must make a contract with the Academic Dean before completing the registration process for the next semester. Terms of the contract will be carefully explained. Three copies of the contract will be prepared, one for the student, one for the parents of the student, and one for the Academic Dean.

Provisions of the contract will include all of the following:

1. A maximum academic load of 17 hours will be permitted. The schedule will be mutually developed by the student and the Academic Dean.
2. Any unexcused absence from class will result in immediate dismissal. The Academic Dean should be notified prior to any unavoidable absence.
3. Conferences with the school counselor will be held on a scheduled basis to develop and monitor progress on a mutually agreeable study plan (i.e., scheduling of study time, tutoring as required, supervised study time).
4. The student will meet with his advisor weekly.
5. No office may be held in any of the campus organizations. THE STUDENT MAY NOT REPRESENT THE COLLEGE IN ANY CAPACITY INCLUDING INTERCOLLEGIATE ATHLETICS AND CHEERLEADING.
6. Periodic evaluation by the instructor will be used as a final criteria of progress.
7. Failure to comply with the provisions of the contract.

ACADEMIC RECORDS

Students' academic records are considered confidential information. Without students' expressed permission they are accessible only to non-student College personnel who keep the records or need to have information to help students.

Students may have access to information in their academic and personal records which are available to them from other sources or which are normally released to them as they progress in their studies. Only the personal recommendations submitted after January 1, 1975, will be available to students in accordance with the Rights of Privacy Act of 1974.

CLASS ATTENDANCE

A student may not exceed six absences in a MWF class, four absences in a TTh class, or two absences in an evening or Summer class. When the instructor believes that the student has missed class excessively, a meeting with the student will be arranged to determine the reason for the absences. The student may be referred to the College's counselor.

If the conferences have no positive result, the student may be subject to withdrawl from the course. Upon the recommendation of the instructor, the written approval of the student's advisor, and the concurrence of the Academic Dean, the student may be dropped from the course.

A student may appeal using the appeal procedure described above. During the appeal process the student may attend class.

CLASS WALKS

If an instructor is late for class, students are required to remain in the classroom for fifteen minutes. If at the end of the specified time no instructions have been received from the instructor or the Academic Dean, students are permitted to leave, and the class is considered canceled for the day.

CONVOCATION

Convocation is a significant part of the curriculum. Convocation offers a variety of events including guest lecturers, religious programs, and concerts. All full time students will be required to attend a minimum of ten convocation programs each semester. Rules and regulations regarding Convocation absences can be obtained from the Dean of Students.

FINAL EXAMINATIONS

A final examination schedule will be published by the Registrar. Students are not required to take more than two final examinations on the same day. Final examination schedules may be adjusted by Academic Dean.

GRADUATION

The graduation ceremony is a College ceremony that honors the achievement of graduating students and their parents. Participation in graduation ceremonies is not required of graduating students, but those who do choose to participate must wear academic regalia. Those who choose not to participate must be excused by the Academic Dean.

LEARNING DISABILITIES AND HANDICAPS

A student with a specific learning disability or other handicap which may interfere with academic performance should indicate this on the application form and/or inform the Academic Dean. If an instructor suspects a student has a disability or if a student tells an instructor that he/she has a disability, the instructor should refer that student to the Academic Dean.

Special programs are not offered for disabled students; however, before adjustments in classroom procedures can be made, the student must have:

1) A current medical evaluation of the physical disability (completed within three years prior to the date of the request for special attention) sent to the Academic Dean by a licensed physician; or
2) A current medical evaluation of the emotional disability (completed within three years prior to the date of the request for special attention) sent to the Academic Dean by a licensed psychiatrist or physician; or
3) A current evaluation of a specific learning disability (completed within three years prior to the date of the request for special attention) sent to the Academic Dean by a licensed psychologist or certified school psychologist.

In all cases, the evaluation must state that the student has a specific disability and it must contain specific recommendations for helping the student. The student also must request in writing each semester that the Academic Dean share this evaluation and its recommendation with specific instructors. A form will be made available for this purpose. In order for continuing accommodations to be made, the evaluation of the disability must be kept current. The Academic Dean will review the evaluation and recommendations of the student's physician or psychologist and will inform specific instructors of accommodations which should be made.

READMISSION

All students who have been absent from the College voluntarily or involuntarily for one or more terms or parts thereof, and who desire readmission for a subsequent term shall submit the customary application for admission with such supporting documents as may be required by the Director of Admissions. Students who have been absent from the College voluntarily or involuntarily for medical or psychological reasons, including those granted a leave of absence, must receive acceptable medical or psychological clearance before being allowed to return to the College.

REGISTRAR

The Registrar supervises the scheduling of and registration for classes, issues mid-term and final grade reports, maintains a complete academic record for each student, and issues official transcripts. The Registrar's Office is located in the Administration Building.

REGISTRATION

General regulations which pertain to registration may be found in the College Catalog. Detailed procedures are announced prior to each registration period by the Registrar.

SPECIAL TESTING

Subject-matter examinations are available to secure credit or demonstrate proficiency. Students may not take an examination for credit in any course if they have passed an equivalent course or an advanced course in the same area, nor may they take an examination to raise a grade. Details about such examinations and their costs are available from the Academic Dean.

The CLEP Subject Examination information are made available to students. Vocational testing is available through the Director of Career Planning and Placement.

UNDERGRADUATE AND GRADUATE SCHOOL CATALOGS

Catalogs from many colleges and universities are kept in the reference room of the College Library.

WITHDRAWAL FROM A COURSE

Unless a student receives permission from the course instructor, his/her advisor, and the Academic Dean, he/she will receive a grade for all course work based on the total points or the average he/she has earned for all of the course requirements. Every consideration will be given to the student, but the student is solely responsible for following proper procedures in dropping a class. There is no refund for withdrawing from a course after registration is closed on the fifth class day of a semester.

It is the student's responsibility to consult with the Financial Aid Director as to whether the student's financial aid will be affected by withdrawal from a course.

WITHDRAWAL FROM THE COLLEGE

Students who wish to officially withdraw from the College must make appropriate arrangements with the Academic Dean and the Registrar. Residence hall students must also make arrangements with the Residence Hall Director and the Dean of Students.

Failure to withdraw officially means that a student will receive grades in the courses in which he/she has enrolled based on all of the requirements for the courses.

CAMPUS LIFE

ACTIVITIES

Sue Bennett College offers the student various organized religious, cultural, social, and recreational activities. These are designed to broaden and supplement the student classroom experiences.

ATHLETICS

Sue Bennett College offers students a variety of intercollegiate and intramural sports programs and activities. The intercollegiate program includes men's and women's basketball, baseball and softball. All students who pay the student activities fee during registration are admitted to all home games except tournaments, free of charge.

Intramural sport programs are planned for the enjoyment of students. These programs are planned in consultation with the Physical Education instructors. No activities will be scheduled on Sundays or before 8:00 p.m. on Wednesday evenings. The Athletic Director's Office is located in the Physical Education and Health Center.

BOOKSTORE

Books for all classes and classroom materials may be purchased in the bookstore located in the basement of the Administrative Building. Purchases from the bookstore are generally on a cash basis; if other purchasing arrangements are necessary, consult the Business Manager. Textbooks may be returned within two weeks of the date of purchase for a refund if there are no marks whatsoever in them and a sales slip can be produced. All other books will be considered used and refunded accordingly. Used books can be sold to the College at the end of the semester. Bookstore hours are posted in the Administration Building.

CAMPUS WORK STUDY

Campus Work Study timesheets must be signed by the student worker and approved by the supervisor. The approved timesheets are submitted to the Business Manager on the dates listed on the timesheet. Students employed by the College must be registered by the Business Manager and have a W-4 tax form on file before paychecks are issued. Payroll checks are issued twice a month. TIMESHEETS CANNOT BE ACCUMULATED.

CAREER PLANNING AND PLACEMENT

Students should examine their career goals early in their freshman year. The Director of Career Planning and/or Placement can assist students in planning for careers or transfer plans after graduation, with career information, interest inventories, and information about individual life planning. The Director can also assist students seeking part time employment and field experience placement. The Office of Career Planning and Placement is located in Rock Cottage.

CHAPLAIN

The Chaplain conducts on-campus religious programs and advises and assists student religious groups with their activities and programs. The Chaplain is available to students who have concerns with their religious faith or problems of a personal nature.

COUNSELING

The College employs a counselor for its students. The Counselor is available by appointment. Appointments can be made in the Office of the Dean of Students. It is understood that all counseling sessions are confidential and that no other individual will be consulted without the consent of the student involved. In conjunction with the counseling services provided on-campus, the Student Life staff recognizes its obligation to serve as a referral agent and information source. Off-campus referrals for emergency treatment or long-term therapy are the financial responsibility of the student or family.

FINANCIAL AID

The Director of Financial Aid administers the various financial aid programs operated by the College and coordinates the Campus Work Study programs. Necessary applications for federal, state, and College aid are available in the Financial Aid Office. All students are encouraged to apply. All financial aid applications must be submitted and approved prior to registration at the College. The Financial Aid Office is located in the Administration Building.

FINANCIAL ARRANGEMENTS

It is the students' responsibility to keep their account paid. Questions concerning billing should be directed to the Business Manager.

FOOD SERVICE

ARA Services, Inc. operates a central dining room in Helm Hall where students are served meals, cafeteria style, at regular hours. Students who reside in College provided facilities are required to board at the Dining Hall. Non-resident students may purchase meals on a meal-by-meal basis or may purchase a meal card from the Food Service Manager.

Sick trays may be taken to the residence halls with a written request from the Resident Director. All food is expected to be eaten in the Dining Hall. This is necessary to reduce waste, spoilage, and possible rodent problems in the residence halls. If class conflicts or other activities cause students to miss a meal, special arrangements can be made with the Food Service Director or the Dean of Students.

Minimum dress requirements for the Dining Hall are a shirt or blouse, shorts, and shoes or sandals. It is expected that men do not wear caps or hats while in the Dining Hall. Those who do not meet these requirements will not be served and will be asked to leave the Dining Hall. Meal times will be posted in the residence halls.

A Food Service Committee is established at the beginning of each year. Students primarily comprise this committee. The Committee works closely with the Food Service Director in planning special dinners and decorations. This committee also provides an avenue for students to express their ideas and comments regarding the food service.

HEALTH SERVICES

Student accident insurance is required by all students. The insurance covers injuries resulting from accidents sustained while a student is insured. Coverage applies at school, at home, or wherever the student may be. Inquire in the Business Office for further details.

All full-time resident students pay a health service fee. This fee is used to purchase group accident and sickness insurance. It should be remembered that many students, because of age limits, are no longer covered under their parents' plan. The College does not assume any liability for bills incurred as a result of illness or accidental injury; however, resident students are covered by their health insurance policy.

When students become ill or injured, they should go to their Resident Director. When commuting students become ill or injured, they should go to the Dean of Students. If a visit to the doctor is necessary a driver will be provided to transport the student to and from the doctor's office. Remember, the emergency room at the hospital is for emergencies only. Resident students going to the emergency room should be accompanied by a resident director or a resident assistant. If a student is confined to bed for an

extended period (over two days), the Dean of Students should be notified and a note will be sent to the instructors.

The College does not assume any liability for bills incurred as a result of participation in sports. However, the College has purchased a policy to cover the first $100 of any claim for bills incurred as a result of participation in intercollegiate athletics. In addition, the College has purchased a supplemental contract which will cover the bills to a maximum of $10,000, but only in excess over any family or employer group insurance which must pay its maximum first. Commuting students who participate in intercollegiate athletics are required to have all necessary insurance to cover their participation.

IDENTIFICATION CARDS

Students are provided an identification card which must be surrendered when their status as a student is terminated. Identification cards are issued during the Orientation week for new students and are valid through the graduation date of the class year.

Identification cards validate authorization for access to athletic events, Campus Center, etc., and must be presented when requested by appropriate College personnel. Failure to present a valid identification card is sufficient reason to deny access to a facility or service.

The loss of an identification card must be reported to the Dean of Students immediately. Replacement cards cost five (5) dollars and may be obtained in the Dean of Students Office. Allowing others to use an identification card is a violation of College policy and will result in appropriate disciplinary action.

MINERVA MCDANIEL LIBRARY

Students are encouraged to use the library. Facilities and resources include microfilms, periodicals, newspapers, records, audio-visual equipment, books, study carrels, and reading tables. For more information, see the Librarian.

The library hours are as follows:

Monday - Wednesday	8:00 a.m. - 9:00 p.m.
Thursday	8:00 a.m. - 5:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.

Hours are subject to change as deemed necessary by the Librarian and the Academic Dean.

LOST AND FOUND

A lost and found service is offered by the College in the Registrar's Office located in the Administration Building. Articles may be turned in or claimed during regular office hours.

MAIL SERVICE

Resident student mailboxes are provided in Helm and Downs Halls. Mailboxes for commuting students are located in the Student Center. Students are asked to pick up their own mail daily. Packages may be obtained by checking the mailroom in the Administration Building. Resident students should have their mail addressed to themselves at their own residence hall with following additional information:

Sue Bennett College
151 College St.
London, KY 40741

Mail is held in the mailroom during vacation periods throughout the school year until students return to campus. During the summer or when a student leaves the College, first-class mail is forwarded if a card is filled out and left in the Registrar's Office. Without such a forwarding card, all first-class mail is returned to the sender. All bulk mail and magazines will be destroyed unless other instructions are given. Forwarding of bulk mail is done at first-class postage-due rates.

MUSIC AND THEATER ACTIVITIES

Sue Bennett College offers a variety of music and theater programs for all interested students.

NIGHT SECURITY

Most College buildings are closed at about 10:00 p.m. for the day. College security personnel see that the buildings are secure. Students who are in the buildings after they are closed are required to have a College identification card.

If a faculty member grants permission to an individual student to work in a building after closing hours, the student must have a permission slip signed by the faculty member. The forms for this purpose can be obtained in the Registrar's Office. This permission is for individual study and does not apply to group activities. Group activities in buildings after closing hours must be approved by the Academic Dean or Dean of Students.

PHOTOCOPYING AND FACSIMILE SERVICES

Photocopy and facsimile machines are available in the Minerva McDaniel Library.

SCHEDULING OF EVENTS

The Academic Dean is responsible for the scheduling of all academic and community service activities. The Dean of Students is responsible for the scheduling of all student activities including intramural and intercollegiate athletic events. All College-sponsored, College-approved, and College-registered activities (see below) must be approved either by the Academic Dean or the Dean of Students. Complete details and regulations concerning the scheduling of functions are available in the Academic Dean and Dean of Students Offices.

The following definitions of College-sponsored, College-approved, and College-registered activities are necessary to define the College's responsibility in terms of insurance coverage and legal liability.

College-Sponsored Activities - Sponsored activities are those activities which receive financial support from the College. Generally, a faculty member or administrator coordinates the activity. The College assumes full responsibility for these activities. They include the intercollegiate athletic program, the supervised intramural athletic program, performing arts organizations, convocations, academic field trips, and other organized divisional activities.

College-Approved Activities - Approved activities are extracurricular activities originating out of student interest and needs. These activities, generally, occur on campus in the residence halls but may be held in approved off-campus locations.

College-Registered Activities - Registered activities include all activities of student groups that are not College-sponsored or College-approved. These events must be scheduled with the College so that conflicts will not occur and the College knows who the responsible persons are in charge of the events. The College assumes that attending advisors or chaperones are invited guests of the sponsoring group and not official representatives of the College. The College assumes no financial or legal responsibility for the group or individuals involved in these activities. It does, however, expect the students to be responsible citizens of the London community, obey local, commonwealth, and federal laws, and conduct themselves in a manner that makes them suitable members of Sue Bennett College community.

SECURITY

Security personnel are employed to provide for the safety and welfare of the members of the Sue Bennett College community. Students are asked to cooperate with security personnel in the conduct of their duties. The Security Office is located in Downs Hall.

SELECTIVE SERVICE

Although the draft is nonexistent, males are required by law to register with the Selective Service System during the 30 days prior to their 18th birthday or thirty days including and after their 18th birthday. Regardless of residence, students may register for the Selective Service in the Dean of Students' Office. Any questions regarding the Armed Forces should be directed to the Director of Career Planning and Placement.

STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee, with a membership of both faculty and students, coordinates student activities on campus. This committee, along with Student Government Association, serves to plan and schedule the program for the main social events during the year.

STUDENT CENTER

The Oscie Sanders Student Center contains a variety of areas for student and campus activities. Space for student organizations, a lounge, a snack bar, and two large recreation rooms are provided for the student's enjoyment.

A meeting area may be secured by reserving a room or area in the Student Center. All scheduling of areas and rooms is to be done by the Dean of Students.

STUDENT ORGANIZATIONS

All students are encouraged to become associated with at least one student organization. At the same time, students are cautioned to maintain the proper balance between curricula and extracurricular activities. Students can better utilize their time if they direct their energies through a campus organization.

STUDENT PUBLICATIONS

The Subemeco, the student newspaper, is planned and published by a student staff in consultation with a faculty advisor. Students with journalistic and creative talents should become affiliated with this publication.

TUTORING SERVICES

Tutoring service is available for all academic disciplines. Students are urged to seek help before their academic problems become major. Tutors are recommended by the faculty and are chosen on their ability to relate with the students who seek help. For further information, contact the Academic Dean.

VARSITY "SB" CLUB

Any athlete who receives a letter in a sport is automatically a member of the Varsity "SB" Club. This organization serves to recognize athletic excellence.

VETERANS' AFFAIRS

Applications for benefits under the G.I. Bill are available at the local Veterans Affairs Office. Certification will be completed by the Registrar for veterans who properly mark their registration forms.

HOUSING RULES AND REGULATIONS

ALCOHOLIC BEVERAGES

Sue Bennett College strictly prohibits the use of fermented malt beverages and intoxicating liquors. No immunity or exception is granted for misconduct while under the influence of alcohol.

AUTOMOTIVE VEHICLE PARKING

All motorized vehicles must be registered with the College in the Business Office. Parking must be limited to designated areas only. All automotive vehicles must be operated on prepared surfaces.

BICYCLES

All bicycles must be registered with the College in the Business Office. Bicycles are to be stored on the bicycle racks or other areas designated for bicycle storage. Bicycles cannot be parked in the stairwells, lounges, or corridors because of fire regulations.

CABLE TELEVISION SERVICE

Cable television is available in each dormitory room. Students interested in recieving this service must contact the cable television company directly. For more information about this service, contact the Resident Director.

COURTESY HOURS

The period from 8:00 p.m. to 6:30 a.m. is designated as courtesy hours in the residence halls and on campus. This is

a quiet period during which students are expected to conduct themselves in a manner as to preclude interference with the study of other students.

ELECTRICAL APPLIANCES

Heavy electrical appliances other than televisions, stereos, radios, and authorized refrigerators are prohibited. This includes exterior antennas, unauthorized cooking appliances, and other equipment such as sunlamps. Radio transmitters and other intercom systems are not permitted in rooms because of interference with TV and radio reception.

In procuring and using cooking appliances, students must observe the following guidelines in order to meet safety and health standards. Only coffeemakers and popcorn poppers with self contained heating units are permitted in student rooms. The use of hotplates, toaster ovens, electric frying pans, or other types of appliances with exposed heating elements is prohibited. Cooking appliances must only be used in areas where they do not come in contact with drapes or other flammable materials. Cooking appliances should be kept clean at all times.

All appliances used in student rooms must be in good working order in order to avoid hazardous conditions. Refrigeration units must not exceed 2.5 cubic feet in size. Microwave ovens should be small in size. Both microwave ovens and refrigerators are limited to one unit per room. Caution should be exercised in limiting the number of appliances in each room for fire prevention and safety purposes.

EMERGENCIES

In case of emergency, contact your Resident Assistant or Resident Director immediately. A Resident Assistant is on duty 24 hours a day. Check the duty board in the lounge if you need help.

FIRE ALARMS

When a fire alarm is heard, it will be assumed that there is a fire. All rooms are to be vacated and residents are to be clear of the building. Rooms will be inspected prior to reentry.

FIREARMS

No firearms or ammunition of any nature is permitted in residence hall rooms.

FIRE DOORS

All fire doors are to remain closed in order to meet fire regulations.

FIRE DRILLS

Commonwealth law requires fire drills periodically. Residence halls must be cleared during a drill as it might be a real fire. Fire drills may or may not be announced in advance. Refer to the printed fire drill instructions posted in you room for specific directions for your hall and/or section.

FIRE PROTECTION EQUIPMENT

Fire protection equipment must never be abused. Severe penalties including prosecution by civil officials, may result from any violation of this policy.

Students found to be guilty of discharging a fire extinguisher, tampering with smoke alarms, damaging or removing fire protection equipment will be fined a minimum of $100 plus the cost of recharging and/or repairing the equipment. In addition, disciplinary action may be taken.

Residence hall room occupancy is limited to six (6) persons. Housing staff members or security officers will disperse any group that exceeds this number.

FIRE SAFETY

Gasoline and other combustible items are not permitted in residence halls. Fuel driven engines, including motorcycles, mopeds, etc., may not be stored in residence halls. Open flame devices, including but not limited to, candles, kerosene lamps, incense, gas powered lanterns, camping stoves, and/or propane torches are not permitted in residence halls. The use of live Christmas trees is not allowed. Electrical wires or cords may not be placed under rugs.

FIREWORKS

The possession or use of firecrackers, gunpowder, smoke bombs, or other materials which may endanger student health or safety is not permitted.

HOUSING FOR GUESTS

Guest accommodations are provided on a limited basis when there are unoccupied rooms. If there are no unoccupied rooms, permission can be secured from residents for the use of their roommate's bed if the roommate is to be away at the time. All guest arrangements should be made with the Resident Director.

When guests arrive on campus, they are to register with the person in charge of guests in the hall where space has been reserved for them. This courtesy provides the residence hall personnel with information which might be needed in case of emergency. Arrangements should be made in advance of the

arrival of the guest to insure the availability of accommodations and linens. Guests pay for their own meals at the Dining Hall. Parking for guests' vehicle may be arranged by contacting the Business Manager.

Students who wish to have guests for any special event are asked to arrange for guest accommodations well in advance of these dates, since these are the times when larger numbers of guests are on campus. The hosts or hostesses will be held responsible for the behavior and actions of their guests with penalties levied against the host or hostess if there are infractions of College rules. Guests will be expected to abide by the same rules as the regular students of the College. The duration of a guest's stay at a residence hall is completely at the discretion of the Resident Director.

HOUSEKEEPING SERVICE

The College has a housekeeping service for the cleaning of the common areas of the dorms only. Students should clean their rooms on a regular basis. Equipment for such cleaning can be obtained from the Resident Assistant. If extra cleaning is needed in a particular area of the dorm due to extensive littering, the residents of that area will be billed accordingly.

KEYS

Keys to dorm rooms are issued upon payment of a deposit. These keys remain the property of the College and must be returned upon withdrawal or completion of the Spring Semester. Failure to return keys upon leaving will result in billing for a new lock. Students may not retain their dorm keys even though they are to occupy the same room the following year. If keys are lost immediately contact the Resident Director for a replacement. Replacement cost is $10 per key.

LAUNDRY

Laundry rooms with washing machines and dryers are provided in each residence hall. Laundry should not be left in the laundry room unattended. Students are to observe the regulations posted in the laundry rooms. Use of the laundry facilities is limited to residents.

LOTTERY AND ROOM ASSIGNMENTS

The College retains the right to assign all rooms, to designate roommates, and to require students to move to a different room. Every effort is made to assign students to the rooms and designate the roommates that they desire.

All students desiring campus housing will indicate a

room preference. A student's first, second, and third choice will be indicated on a room request form. The names of returning students are placed in a container. The order of room assignments is accorded with the order of the draw of names.

Students are notified by mail as to which room they are assigned for the coming year. When they return to campus in the Fall, the room consolidation policy will be followed. Failure to return a request form at the time of the lottery will result in assignment of rooms on a first come-first serve basis.

LOUNGES

Residence hall lounges are for the use of all students and their guests. Therefore, the furnishings in the lounges are not to be appropriated in individual rooms. Removal of lounge furnishes will result in a $10 fine per item per day. Repeated violations will result in disciplinary action.

MAIL

Mail is delivered to all students in their assigned mailbox each morning Monday through Friday. Outgoing mail is picked up at this time. Any time students leave the College for an extended period of time, a forwarding address should be left in the mailroom.

MAINTENANCE SERVICE

All maintenance problems, either in residence hall rooms or public areas, should be reported immediately to the Resident Assistant or Resident Director. This will facilitate the prompt solution of all maintenance problems. Maintenance work must be done during the working day. Therefore, maintenance personnel will enter a room in order to make repairs whether or not a student is present.

PERSONAL PROPERTY INSURANCE

Sue Bennett College does not assume responsibility for lost, stolen, or damaged property. No institution in the United States has a program of insurance covering the personal property of students. The cost and administrative problems in such a program are prohibitive.

It is important to note that your parents' homeowners' insurance policy may cover your personal property even though you are not residing at home. Therefore, if you suffer a personal property loss while attending Sue Bennett College, report such loss to your Resident Director so that he or she will be able to validate your loss in the event of inquiry by your insurance company. More information about insurance

policies other than your parents' is available in the Dean of Students Office. Your best insurance is to keep your room locked at all times.

PETS

No pets are allowed in residence halls for health and sanitation reasons. A $10 fine will be assessed to the occupants of the room in which the pet is found. A $10 per day fine and disciplinary action will result if the pet is not removed within 24 hours.

RESIDENT ASSISTANTS

The Resident Assistant (R.A.) is a staff member who assists the Resident Director provide the leadership and advisement for students within a residence hall. The R.A. is responsible to the Resident Director for the residence area which he/she is assigned. As a member of the staff, the R.A. supports and implements the objectives, policies, and regulations of Sue Bennett College.

RESIDENT DIRECTORS

The Resident Director (R.D.) is the chief administrator of the residence hall. The R.D. is responsible to the Dean of Students for the residence hall which he/she is assigned. As a member of the staff, the R.D. supports and implements the objectives, policies, and regulations of Sue Bennett College.

RESTROOMS

Only those restrooms in the lobby areas may be used by guests of the opposite sex. Improper use of these facilities is an infringement on the rights of other dorm residents.

ROOF AND LEDGE USE

Students are not permitted on the roofs and ledges of campus buildings unless permission for access is granted by a College official. Fines of $50 per person may be imposed on violators. Personal belongings are not to be put on ledges outside of windows and the hanging of items out windows is prohibited.

ROOM CONSOLIDATION

There is a two-week consolidation period at the beginning of each semester in order that students desiring double occupancy can find a roommate. The College is not responsible for finding roommates. The Resident Director will, however, provide a list of those students looking for someone with whom to room.

Those students who are alone after the two-week consolidation period will be charged the single room rate. Students already living in double accommodations may not be choices for roommates unless consolidation is possible. Consolidation involving doubles is possible providing no singles remain after consolidation. A request for a room change must be made in advance and approved by the Resident Director.

Following the consolidation period, any student left in a single room due to factors beyond the student's control (i.e., roommate leaving school, getting married, etc.) will not be charged the single room rate for the remainder of the semester. However, students will be expected to either find a roommate of their choosing for the following term, accept a roommate assigned in the residence hall, or pay the single room rate.

ROOM DAMAGE CHARGES

The student is responsible for the condition of their assigned room and shall reimburse the College for all damage to or loss of fixtures, furnishings, or property. Students are not allowed to remove, transfer, or store any College property such as desks, chairs, dressers, beds, or mattresses provided in each dorm room. Furniture exchanges, as available, will be done by the maintenance personnel on written request from the Resident Director. Transferring of property or placing furniture in the hall will result in a substantial fine.

ROOM DAMAGE DEPOSIT

Each resident student is required to pay a $100 room damage deposit. Upon leaving the residence hall permanently, the student may request that the deposit be returned by completing the proper form on checking out of the hall. Room damage deposits are refundable 10 days after the residence is vacated.

ROOM DECORATIONS

Decorations or posters are to be put on the walls with masking tape only. Students are held responsible for wall damage caused by other tape, nails, or screws. All painting of walls must be done by maintenance personnel.

Alcoholic beverage containers are not permitted to be used for decorative purposes. No pornographic material is permitted to be on display.

ROOM INVENTORY FORM

Room inventory forms are completed twice - once before moving in and again after moving out. The first inspection

is to prevent the student from being charged for previous damage. Students will be assessed for any damage beyond normal wear. If it is determined that several residents are responsible for damage to a room, each may be assessed equally for repairs. Assessments which remain unpaid will be paid from the room damage deposit. However, students must replace the balance of the $50 room damage deposit in order to retain their room and continue in good standing.

ROOM SANITATION

The College reserves the right to inspect any room for sanitation purposes after a 24 hour notice of such inspection. A room inspection for sanitation purposes is not to be confused with a room search which requires a warrant and does not require prior notice.

If a room is found to be in unsatisfactory condition, the occupant(s) will be given 24 hours to clean the room. If the room is not cleaned after 24 hours, the occupant(s) will be fined $10 for each day it is not cleaned. If a room sanitation problem is chronic, disciplinary action will be taken against the occupant(s).

SCREENS

For health and safety reasons, residence hall window screens are not to be removed. A fine of $5 and the cost of replacement of the screen will be assessed to the occupant(s) of any room in which the screens are removed.

TELEPHONE SERVICE

Telephone jacks are provided in all dormitory rooms. Students who wish to have telephone service purchase or rent their own telephone equipment. Students also arrange telephone service with the local telephone company and arrange for their own long distance carrier service.

VACATION PERIODS

During school vacations (see the official calendar) the dormitories will not be open and food service will not be available. Those students who find it difficult to make the trip home during vacation periods are encouraged to visit in the home of a friend or faculty member nearer the campus.

Unless otherwise announced, residence halls close at 12 noon the day following the last full class day before a vacation period. At the end of the Spring semester, residence halls close at noon on the day following the last full day of final exams. All residents are to be out of the building by 12 noon, at which time the doors are locked.

VISITATION HOURS

The living areas of the residence halls are closed to members of the opposite sex. Lobbies are open for visiting from 8:00 a.m. to 11:45 p.m. daily.

STUDENT RESPONSIBILITIES

STANDARDS OF COMMUNITY LIFE

It is understood that attendance at Sue Bennett College is a privilege and that this privilege may be forfeited by any student who does not conform to the standards and regulations of this institution.

In any situation not specifically covered by a regulation, the College reserves the right to take action that will most effectively protect the welfare of its students and the interest of the College.

STUDENT CODE OF CONDUCT

A. Commission of any of the following may result in recommendation of dismissal or suspension to the Dean of Students. It may also warrant a lesser sanction as decided by the Judicial Council.

1. Furnish false academic or personal information to the College with the intent to deceive, including incidents of embezzlement and fraud.

2. Forge, alter, or misuse College documents, records, or identification cards.

3. Cause or attempt to cause physical harm to another person.

4. Maliciously destruct, damage, vandalize, or misuse College property including fire alarm systems, and other safety devices: water, plumbing and lighting fixtures; library materials; or private property on the campus.

5. Be involved in grand larceny, burglary, or petty larceny on the campus or in off-campus living quarters.

6. Carry or possess unauthorized weapons, ammunitions, fireworks, or other explosives on campus.

7. Violate the Commonwealth code regarding alcohol and drugs.

8. Be involved in acts of public indecency.

B. Disciplinary Probation or Conduct Probation may result from the commission of any of the following offenses.

9. Participate in hazing.

10. Consume or possess illegal alcoholic beverages or marijuana as defined in the Student Life Handbook

11. Be involved in disorderly conduct or acts, and/or use lewd, indecent, or obscene language.

12. Violate rules and regulation within College-controlled or regulated off-campus and on-campus residence units.

13. Fail to comply with direction of College officials acting in the performance of their duties.

14. Gain unauthorized entry to College facilities and/or possess keys or duplicate keys without proper authorization.

15. Gamble on any College-owned or supervised property.

Two or more (or the repetition of) offenses listed as misdemeanors may result in suspension or dismissal.

Violations of the Student Code of Conduct shall be dealt with as indicated above. It should be understood that the Judicial Council is not bound to adhere strictly to these guidelines. They are guides and only guides. Individual circumstances make it impossible to justify application of these standards in every case.

SPECIFIC RULES AND REGULATIONS

ALCOHOLIC BEVERAGES

Sue Bennett College strictly prohibits the use of alcohol or any intoxicating beverage.

ALCOHOL RELATED PROBLEMS

Students at Sue Bennett College found with an open container, in any building, on the campus grounds, or any College parking lot will be fined a minimum of $25. Students cited for alcohol related problems and/or violation of College policy for alcohol use will be dealt with in the following manner:

1. First Offense - a $50 fine will be assessed or

mandatory attendance in a College sponsored drug and alcohol intervention program and conduct probation for up to one year.

2. Second Offense - $75 fine plus mandatory counseling along with a more restrictive conduct probation.

3. Third Offense - $100 fine, mandatory counseling, disciplinary probation, possible loss of College scholarship and aid.

Failure to comply with any of the above outlined program will result in more stringent disciplinary measures. It should be understood that the Judicial Council is not bound to adhere strictly to these guidelines. They are guides and only guides. Individual circumstances make it impossible to justify application of these standards in every case.

DRUGS

The use of marijuana, cocaine, narcotics, stimulants, depressants, and hallucinogenic drugs is prohibited. The distribution of drugs, except for established medical purposes as determined by the prescription of a physician or the responsible use of proprietary medicines, is prima facia evidence of illegal drug trafficking. State and federal laws prohibit the distribution of drugs except by licensed agencies. The student should realize that drug use is generally harmful to the user, that it may lead to prosecution, and that it could endanger a student's academic standing, and his/her continuance at the College.

DECORATIONS

When decorating for parties, special events, etc., students must use flameproof decorations. This holds true for all buildings on the campus. Any decorations not properly treated will be taken down.

CIVIL AUTHORITIES

If a student is arrested by the civil authorities, he/she should contact the Dean of Students who will assist in obtaining counsel, advise on personal rights, and notify those persons the student wishes to contact. The institution will not provide bail money, employ counsel, or request special consideration for individuals because of their status as students.

PARENT CONTACT

It is recognized that the students of Sue Bennett College are young adults and as such are responsible for their own conduct. Therefore, your parents will be contacted

by the Dean of Students for only two reasons: (1) if there is an emergency regarding your mental or physical health or (2) if your tenure at Sue Bennett College is in jeopardy.

STUDENT PROTEST

Sue Bennett College acknowledges the rights and privileges of individuals or groups to gather on College property for the purpose of peaceful assembly. The College expects the rights and privileges of all persons to be respected at such gatherings.

The College requires that persons engaged in such assemblies on campus will conduct themselves in a manner that will not impair the health or safety of any individuals, disrupt the normal conduct of College affairs, or damage and destroy property.

Persons planning or initiating such assemblies to be conducted on the College campus are requested to identify their group in advance to the appropriate College personnel through the Dean of Students or his/her designee and state the purpose of their proposed assembly. Areas may be reserved, if available, for the accommodation of such assemblies.

Arrangements for any assembly which involves the use of College buildings not available for general use must be made with the appropriate person. The organization sponsoring a speaker, or conducting an assembly, assumes the responsibility for maintaining the College policies on peaceful assembly and student freedom of expression.

Staff assistance is available in the planning of such events in ways to eliminate or minimize the possibility of disruption. College security can be requested to assure the rights of all concerned are protected.

Peaceful assembly is defined as any purposeful gathering on campus, in or outside of a College's rules and practices and law. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules, interfere with the conduct of College business or regularly scheduled events, infringe on the rights of others, endanger their health and safety, or damage or destroy property.

Any act by student demonstrators which interferes with the rights of others, disrupts or impairs the normal functioning of the College, damages or destroys property, or impairs health or safety is grounds for suspension or dismissal from the College.

Demonstrations are prohibited in classrooms during hours that they are scheduled for use, or at any locality when conducted in a manner which interferes with educational functions. Demonstrations are further prohibited in any special use facility. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate temporary

suspension, and arrest under applicable City and Commonwealth laws.

The College will not permit on campus persons outside the College Community who come for the purpose of agitation. Such persons will be regarded as trespassers and may be prosecuted as such, should they fail to leave the campus after being requested to do so, or should they enter the campus after being denied access.

WEAPONS

The following policy pertains to the possession of weapons on campus (excluding security personnel and certain physical education activity courses).

1. Air or gas powered B-B and pellet guns
2. Shotguns, rifles, or handguns
3. Slingshots
4. Bow and arrows
5. Knives with blades over 4 inches in length
6. Switchblades or spring loaded blades
7. Fireworks or pyrotechnics
8. Ammunition or gun powder
9. Brass knuckles, chains, etc.
10. Weapons associated with the martial arts

All weapons are banned from personal possession or use on the Sue Bennett College campus. The campus is defined to include the grounds and buildings. Personal possession is defined as on or attached to a person, in cars, and other vehicles.

Dormitory residents are required to check in all weapons to the Dean of Students. All weapons will be tagged and stored. Weapons stored can be checked out for legal use during the working hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

SMOKING

"NO SMOKING" signs must be obeyed wherever posted. It is expected that those who smoke will respect the rights of those who do not.

STUDENT ORGANIZATIONS

Chartered student organizations are expected to assume responsibility for the conduct of their individual members at functions of the organization. Upon satisfactory evidence that the organization has encouraged, committed, or has not taken reasonable steps as an organization to prevent violations of the Student Code of Conduct, the organization may be subject to disciplinary action. Individual members of

the organization will also be subject to disciplinary action if they, as individuals, have violated the Student Code of Conduct.

FAILURE TO ACCEPT A CITATION

Failure to accept a citation from an authorized member of the College staff will result in disciplinary action directly by the Dean of Students.

CONTINUAL DISCIPLINARY PROBLEMS OR FAILURE TO FULFILL THE PROVISIONS OF A DISCIPLINARY ACTION WILL RESULT IN THE STUDENT BEING SUBJECT TO COLLEGE DISCIPLINARY ACTION AND/OR LOSS OF COLLEGE AID.

INFORMATION DISSEMINATION

All student, organizational, or individual posters, fliers, banners, or publications to be displayed or distributed on the Sue Bennett College campus must bear the identification of the group or individual disseminating the information. The only censorship imposed on any student publication, poster, banner, or other printed or written matter is that statements contained in such material must not be untrue, slanderous, libelous, or obscene.

The judgment as to whether a particular work is in violation of this regulation will be a question for the Judicial Council. In those cases in which students are found guilty of libel, slander, or obscenity, they may be dismissed from the College, given a probationary sanction, or may be ordered to make appropriate restitution to any injured parties (restitution may not be pecuniary).

Posters may only be displayed in appropriate areas, i.e., bulletin boards. Publicity not properly displayed may be removed by appropriate College officials.

FRAUD OF AN INNKEEPER

Because of the unlimited seconds policy of the food service, it is possible for unauthorized individuals to obtain a meal by having paid boarding students share their meal with them. This results in higher board costs for those honest students already paying for their meals. Such practice may result in disciplinary action by the College and/or the filing of civil charges for fraud of an innkeeper.

RESIDENCE HALL ROOM SEARCH AND SEIZURE REGULATIONS

Authorization: Residence hall rooms may be searched by residence hall or College staff members for contraband articles such as firearms, stolen property, explosives, alcoholic beverages, illegal drugs, and unauthorized visitors. Searches may be made upon the request of any member of the College Community who is able to demonstrate probable cause for such a search. The validity of the

supposed probable cause must be demonstrated to the Dean of Students.

Warrants: Warrants for searches of residence hall rooms will only be considered valid after having been signed by the Dean of Students. The warrant must further state where the search is to be conducted, what the purpose of the search is, and for what the room is being searched. The warrant will, whenever possible, be served on the person occupying the room to be searched, and if at all possible, that person will be present during the search. Searches will be conducted by not less than two staff members.

Emergencies: There may be occasions where emergency conditions will dictate that a search be conducted without benefit of a warrant. If it is the opinion of the Dean of Students that an emergency situation did not exist at the time of the warrantless search, then such evidence obtained in that search will be adjudged inadmissible as regular evidence before the Judicial Council. Mass searches of residence halls will only be conducted in emergency situations with the approval of the Dean of Students.

Civil Authorities: All searches of residence halls by civil authorities are, of course, subject to the civil code and the statutes of the Commonwealth of Kentucky.

Entry Procedures: During an authorized search the staff member conducting the search will knock on the door and then enter with use of the master key when necessary. Unauthorized material will be confiscated at that time. Personal belongings, cupboards, drawers, etc. will be searched during such a visit.

Vacations: Staff and/or maintenance personnel will make a normal inspection of each room whenever the dorms are closed for vacation to check electrical appliances, inspect for fire hazards, etc. Unauthorized material belonging to the College may be confiscated, but personal belongings, cupboards, drawers, etc., will not be searched during such an inspection.

SOLICITATIONS

Commercial solicitation is not allowed on campus unless prior authorization is obtained from the Dean of Students. This policy applies to students as well as non-students.

Door to door solicitation within dormitories is prohibited. Salespersons who have written authorization from the Dean of Students may visit specific rooms in the dormitories when they have been specifically invited to do so by the student.

Persons who detect an unauthorized salesperson in dormitories or on campus should immediately report the

incident to the Dean of Students or Campus Security personnel.

ON-CAMPUS PARKING AND DRIVING

Vehicles driven on campus must have and display a valid permit and are not allowed to park on grassy areas, in zones clearly marked as NO PARKING, along curbs or fire lanes (painted yellow).

Persons found in violation of this policy will be issued a ticket and penalties will be progressive as follows:

1. A ticket will be issued (a 5x8, 3 part form) headed Sue Bennett College Security Department. The White copy will define the violation and will be left on the vehicles. The yellow and pink copies will have the penalty written on the face of the documents. If a fine is involved, the yellow copy will be sent to the Accounts Receivable Department. The pink copy will be retained in the Business Office for control.
2. Progressive penalties will be assessed as follows and the Business Manager will monitor and track the number of violations for each person. These are:

    A. First ticket - a warning (only one per person)
    B. Second Violation - $10
    C. Third Violation - $20
    D. Fourth Violation - $40
    E. Fifth Violation - Person will not be allowed to have the vehicle on campus.

3. Fines must be paid at the Business Office within 30 days after receiving notification. Students will not be permitted to enroll the next academic semester until fines are paid. Faculty and staff are also expected to pay their fines within the specified time.

VEHICLE RULES AND REGULATIONS

Speed: The maximum speed limit on all College streets is 10 MPH. In parking and residence hall areas, speed is not to exceed 10 MPH.

One-Way Streets: All campus lanes which are designated as one-way drives shall be used only in the legal direction.

Disabled Vehicles: Disabled vehicles must be removed from the campus within one week of their becoming inoperable, unless written permission is obtained from the Dean of Students granting a specific time extension.

Walkways and Campus Grounds: Motorized vehicles are prohibited from traveling on all pedestrian walkways and

campus grounds except in cases of emergencies or by College vehicles.

Bicycles, Mopeds, and Motorcycles: Students are required to observe campus regulations regarding parking and storing of bicycles, mopeds, and motorcycles. Motorcycles and mopeds are not permitted inside residence halls. If a student chooses to bring a bicycle into the residence unit, it may not be parked or stored in corridors, restrooms, lounges, entrances or in any area of the building other than the owner's room. The student is responsible for any damage caused by storing a bicycle inside a student's room.

THE JUDICIAL PROCESS

The judicial process at Sue Bennett College is guided and advised by the Dean of Students. Although the Dean of Students is not involved in the decisions made by the judicial bodies, he/she is obligated to initiate the judicial process on the interview level and execute the decisions of the judicial bodies. Also, the Dean of Students is available to advise on individual cases and give guidance to any judicial body. When a student becomes involved in an activity requiring possible disciplinary action, the following procedures will be used.

Interviewing: The Interview is the first step when a student is suspected of being involved in behavior that warrants disciplinary action. This interviewing is done by a staff member of the Student Affairs department. Two options can be exercised by the student. If it is decided that formal disciplinary action should be taken, the student can choose to: (1) have the case heard by the Judicial Council or (2) have the Dean of Students hear the case and make a final decision as to what disciplinary measures should be taken. If a choice is not made by the student or if the problem arises during the last seven days of a semester, between semesters, or during summer term, the case will be heard by the Dean of Students.

Judicial Council: When an infraction occurs and the option is for the Judicial Council, the Council will hear the case and take appropriate action. The Judicial Council is composed of students appointed by the Student Government Association.

When a decision on a particular case is made, the Dean of Students will be informed so that the decision will go into effect immediately. If a decision is made to suspend or dismiss a student, it must be in the form of a recommendation to the Dean of Students. The Dean of Students will accept or reject the recommendation and inform the appropriate people in writing.

Decisions made by the Judicial Council can be appealed to the Faculty Discipline Board. An appeal must be made in

writing within 48 hours after the student has been informed of the decision. An appeal can be made only if (1) new evidence can be introduced and/or (2) unjust procedure is claimed. The Faculty Discipline Board can decide if it will hear the appeal case. A copy of the Judicial Council hearing procedure can be obtained in the Dean of Students' Office.

Faculty Discipline Board: The Faculty Discipline Board hears cases from the Judicial Council. The Faculty Discipline Board is composed of four faculty members appointed by the Academic Dean, one of whom serves as a chairperson and convener. Appeals can be made by either the complainant or the defendant.

Dean of Students Option: When an infraction occurs and the option is for the Dean of Students, the Dean will hear the case and make a final decision as to what disciplinary measures should be taken. Decisions of the Dean of Students are final.

Last Seven Days, Between Semesters, Summer Term, Official Breaks, Failure to Make a Decision: When an infraction occurs during the last seven days of a semester, between semesters, during the summer term, during official breaks, or if the student fails to make a choice, the case will be heard by the Dean of Students with an appeal to the President.

The President: The President hears appeal cases from the Faculty Discipline Board. When the President hears an appeal case, the decision is final. An appeal must be made in writing within 48 hours after the student has been informed of the decision.

INDIVIDUAL SANCTIONS

Admonition and Warning: This sanction shall be administered as a warning and carries with it no additional disciplinary action.

Conduct Probation: This is a sanction imposed with or without loss of designated privileges for a definite period of time not to exceed one calendar year. The condition of the probation are the perogative of the agent imposing it. Conduct probation may include loss of such privileges as may be consistent with the offense committed and the rehabilitation of the student.

Disciplinary Probation: This is a sanction which precludes the individual from representing the College in an official capacity including intercollegiate athletics, performing arts, or student government. It may include loss

of specific privileges as in conduct probation. It is invoked for a specific period of time, which should not be less than three months nor more than one calendar.

Suspension: This sanction is one of involuntary separation of the student from the College for a definite period of time after which the student is eligible to return. Students suspended will be charged full tuition, fees, room rent for the semester, and board pro-rated in full weeks for the enrolled period plus one week. Students shall be assigned the grades that would be appropriate if they were withdrawing voluntarily, except in those cases of academic dishonesty which carry a failing grade as a part of the disciplinary action. The Dean of Students may establish additional requirements in individual cases which must be fulfilled to the satisfaction of the Dean of Students prior to reinstatement.

Dismissal: This sanction is one of involuntary separation of the student from the College. Students dismissed will be charged full tuition, fees, room rent and board for the semester. Students will be assigned the grades that would be appropriate of they were withdrawing voluntarily. Students dismissed will not be reinstated. The Dean of Students will establish the necessary administrative procedures to effect this end.

Note: Students who receive financial assistance through the College are expected to maintain high standards of conduct, to support and respect the rules and goals of the institution, and to exercise strict economy in their personal budgets. Students with disciplinary problems may forfeit eligibility for College administered aid.

GROUP SANCTIONS

Loss of Privileges: This sanction may result in the loss of the privileges for a recognized organization including the use of College facilities.

Probation: This sanction may result in the placing of the group involved on probation with regard to social functions.

Other: Other sanctions may be applied as approved by the Dean of Students which are consistent with the nature of the offense and the organization's own objectives and structure.

AFFIRMATIVE ACTION

Sue Bennett College does not discriminate in any way against students of either sex or of any race, color, creed, handicap, national or ethnic origin. Each person is afforded all the rights, privileges, programs, and activities

generally accorded or made available to students at the College. A copy of the College's Affirmative Action Policy is available in the Dean of Student's Office.

RIGHTS OF PRIVACY

In order to protect the rights of every student at Sue Bennett College and to comply with the provisions of the Federal Family Education and Privacy Act of 1974, a policy has been adopted by the faculty, administration, and Board of Trustees. A copy of the College Rights of Privacy policy is available in the Dean of Students' Office.

SEXUAL HARASSMENT

It is the policy of Sue Bennett College that all faculty, employees, and students be able to enjoy an environment free of sexual harassment. A copy of the College's Sexual Harassment Policy is available in the Dean of Student's Office.

STANDARD OF DRESS

Sue Bennett College students are expected to take pride in their appearance both on and off campus and select appropriate attire for each occasion. Faculty members may prescribe the dress standards for their class meetings, workshops, and seminars.

SEVERE WEATHER PROCEDURES

Although class attendance is strongly encouraged and is extremely important, each student must decide when weather conditions are too dangerous for safety on the highways. When classes are to be cancelled, the announcement will be made on these radio stations on or before 7:00 a.m.: WFTG, WLPQ, WCTT, WKLB, and WWXL. If at all possible the announcement will also be made on WKYT-27 and WKYL -18 television.

TORNADO AND SEVERE WEATHER EVACUATION PROCEDURES

In the event of a tornado or severe weather warning, the City of London will sound a siren for a period of 3 minutes, pause for 7 minutes, then sound again for 3 minutes, which is the final signal to take cover. Evacuation procedures for residence halls are posted in each room. All persons on the Sue Bennett College campus should take shelter in one of the approved locations.

Before taking shelter: secure the area, turn off lights and equipment, and close all windows. Maintenance personnel will make a check of all buildings to insure that all persons have been notified to seek shelter. After leaving the

building, do not re-enter until the "all clear" siren is sounded and you have been notified to return by a College official.

WHOM TO SEE

ABSENCES
Class Attendance - Professor of Individual Classes

ACADEMIC AFFAIRS

Faculty Advisor or Dean Sandra McLendon, Administration Bldg., ext. 2508

ACCOUNTS (Student)

Mrs. Sharon Carson, Administration Bldg., ext. 2461

ADMISSIONS

Mr. Donnie Gorbandt or Mrs. Pam Jarrett, Administration Bldg., ext. 2399 or 2598

ATHLETICS

Dean Owen W. Barker, Jr., Athletic Director, Office of Student Affairs, ext. 2436 or Alumni Fieldhouse, ext. 6621

BOOKSTORE
Mrs. Melissa Bowling, ext. 7577

CAFETERIA AND FOOD SERVICE
Mrs. Mary Messer, ext. 8114

CAREER PLANNING AND PLACEMENT

Dean Owen W. Barker, Jr., Office of Student Affairs, ext. 2436

COLLEGE CALENDAR

Capt. C.R. Brown, 108 Downs Hall, ext. 2285

DAYCARE

Dean Owen W. Barker, Jr., Office of Student Affairs, ext. 2436 or Mrs. Burnetta Brown

DRAMATICS

Mr. C.C. "Doc" Kinnison, ext. 2238

EMPLOYMENT AND FINANCIAL AID

Ms. Sue Whitaker, Administration Building, ext. 2417

FACULTY DISCIPLINE BOARD

Mrs. Gwen Stivers, Administration Building, ext. 2658

HOUSING

Dean Owen W. Barker, Jr., Office of Student Affairs, ext. 2436

JUDICIAL COUNCIL

Dean Owen W. Barker, Jr., Office of Student Affairs, ext. 2436

LIBRARY

Ms. Irene Hall or Mrs. Leota Huff, ext. 6770

LOST AND FOUND

Mrs. Mary White, Central Office, Administration Bldg., ext 2238

ERIC CLEARINGHOUSE FOR JUNIOR COLLEGES
MAR 27 1992